

EXECUTIVE OFFICER SUMMARY REPORT  
July 9, 2004

ITEM: 12

SUBJECT: **STATUS REPORT ON SDRC POLICIES AND PROCEDURES FOR LAND ACQUISITION AND AWARDING GRANTS, MISSION STATEMENT, OBJECTIVES, PROGRAMS, AND PRIORITY RANKING METHODOLOGY**

The Executive Officer will provide a status report and plans for the development of these documents. (*Deborah Jayne*)

PURPOSE: Information item. The purpose of this Item is to provide a status report on the development of the SDRC's Policies and Procedures, Mission Statement, and Priority Ranking Criteria, etc.

DISCUSSION: Because of the urgent need to visit Sacramento, make and justify our budget requests, prepare budget estimates for three fiscal years, and prepare numerous follow-up communications, I have not yet begun writing the Conservancy's draft Policies and Procedures, Mission Statement, and Priority Ranking Criteria, etc.

I have however sent out requests for this information to the other seven state-chartered Conservancies and to several similar non-profit organizations. I have also met and discussed this information with the Executive Officer of the Tahoe Conservancy (Dennis Machida) and the State Coastal Conservancy (Sam Schuchat). I will use the information I obtain from other organizations as a starting point / model for developing our planning and priority-setting documents. The requested information from other entities is beginning to trickle in.

If our budget requests are approved (i.e., Reappropriate FY 03/04 Support Budget and Extend Deadline to Encumber Remaining \$7.8 Million to June 2007), we will be able to take the time to prepare these documents thoughtfully and with stakeholder participation (and will no longer be constrained to the highly compressed time frame believed necessary at the last Board meeting in order to encumber \$7.8 million before June 2005). My justification for the need to have our FY 03/04 Support Budget reappropriated, in fact, is to accomplish the Conservancy's one-time big picture planning and priority-setting activities.

Don Wallace (Resources), Dave Harper (Department of Finance), and Dennis Machida (Tahoe Conservancy) all strongly recommend we use consultants to assist us with all or parts of our overall planning and priority-setting effort. My recommendation at the moment is to contract out (at a minimum) for the conduct of (1) appraisals; (2) cost estimates of projects and Programs; (3) stakeholder participation activities; and (4) to assist in the development of the parcel ownership inventory. Consultants may also be helpful in the development and review of documents.

LEGAL CONCERNS: None.

FISCAL IMPACT: None.

SUPPORTING  
DOCUMENTS: None.

RECOMMENDATION: Receive and file.